

**2004 INDIANA STATE FAIR
TERMS, CONDITIONS AND GENERAL INFORMATION**

The purpose of this fact sheet is to help answer questions that a Concessionaire may have when applying for space at the Indiana State Fair. **Unless stated otherwise, the word “Concessionaire” shall mean a Food Concessionaire, Commercial Exhibitor, Exposition Hall Exhibitor, Machinery Field Exhibitor or Outside Exhibitor.** The following facts are policies, procedures and guidelines you should be aware of when applying for space as a concessionaire.

GENERAL INFORMATION FOR ALL CONCESSIONAIRES AND EXHIBITORS

- New applicants submitting an application must pay a deposit of \$100.00. If a new applicant is placed, the deposit will be applied towards the contract amount. New applicants will be refunded the \$100.00 application deposit if ISF is unable to place you.
- A certificate of insurance for property damage (\$25,000 min.) and liability (\$100,000 min.) *must be submitted with signed contract* to cover your operation. If the certificate is not submitted, you will not have a valid contract. *Certificate must name Indiana State Fair as certificate holder or additional insured.*
- Anyone doing business in the State of Indiana is required to have a **Retail Merchant License for Indiana** and is required to supply a copy of this information to the Concessions Office. If you need a license or have an questions please contact the Indiana State Department of Revenue @317/615-2700.
- New applicants are required to submit a picture of the booth/stand when submitting an application. The selected applicant's set-up must be same as picture.
- All concessionaires **MUST** purchase and/or **rent products (tables, chairs, etc.)** from the official 2004 Indiana State Fair decorator.
- All concessions and exhibits outside shall open by 10:00 a.m. and not close before 9:00 p.m..
- All Concessions and Booths **must** be staffed at all times and noise levels maintained so as not to disturb others.
- **Only items listed on your contract are to be displayed and/or sold.** If a product is being sold the product should perform as represented.
- **All items to be sold, displayed, advertised, promoted or demonstrated must be listed on the contract. Any item to be given away must first be approved by the Concessions Office. Helium balloons, T-shirts and noise making items are not allowed. Items with an adhesive backing are not to be given away. This includes bumper stickers, stick-ons for clothing, etc.**
- All concessionaires are to operate within the footage shown on their contract. This is depth as well as frontage. Solicitation is NOT permitted outside of contracted space.
- Stands and tents must meet the approval of the Concessions Office. Tents must be of a higher quality than the standard pop-up tent. If you have any questions regarding your tent please ask the concessions director. We do not furnish any concession stands or tents. No part of a stand -- awning -- hitch -- etc. is to extend over the sidewalk or into the street.
- Two photo identification badges will be issued for each contract of space(s) rented during the 2004 State Fair. The contract-holder will determine to whom these photo ID badges are issued. Contract-holders must purchase all admission tickets for any employees without an ID Badge through the Concessions Office. **The photo ID badges MUST be returned to the Concessions Office on the final night of the Fair. Exposition Hall exhibitors MUST return their photo**

ID badges to the Exposition Hall office on the final night of the Fair. THERE WILL BE A FEE FOR EACH PHOTO ID BADGE THAT IS NOT RETURNED. THE CHARGE WILL BE THE CURRENT PRICE FOR A BOOK OF 12 ADMISSION TICKETS. Please note: Additional badges may be purchased at the discretion of the contract holder.

- Concessionaires and outside exhibitors will need the following items for electric connections: A FUSE BOX WITH QUAD BOX, MIN. 30 AMP. 2 POLE and 50' 10-4 RUBBER CORD.
- Each Concessionaire/Exhibitor must have its own electrical service. **YOU MUST** furnish correct size disconnect switch and correct size 4-wire rubber cord for service and mounted on concession or location. All other work on Concessions or Exhibits will be paid by Concessionaire/Exhibitor directly to electrician. Electricians reserve the right to refuse to connect electrical service to equipment not considered safe.
- **UTILITY CHARGES for Concessionaires and Outside Exhibitors** - Water hook-ups are \$60.00 per hook-up. Electric Charges will be as follows:
 - 30 AMP, 3 WIRE, 220/110 VOLT x \$200.00
 - 60 AMP, 3 WIRE, 220/110 VOLT x \$400.00
 - 100 AMP, 3 WIRE, 220/110 VOLT x \$650.00
 - 200 AMP, 3 WIRE, 220/110 VOLT x \$1,000.00

PLEASE NOTE: FEE IS TO COVER ELECTRICIAN SERVICE AND ELECTRIC USAGE. YOU MUST STILL PROVIDE THE CORRECT DISCONNECT BOX.

- The State Fire Marshall requires every stand to have at least one (1) approved 10 lb. or two (2) 5 lb. ABC fire extinguisher(s).
- **Any first time concessionaire signing a contract after June 1 will be required to pay the full contract amount including all utilities.**
- All applicants issued a contract will be given a contest and/or drawing form to be completed and returned with contract and full payment. If the contest/drawing form is not returned with contract **consideration will NOT be given for drawings during the Fair. Any contest and/or drawing shall be brought to a conclusion prior to close of Fair. If drawings are approved you will receive written notice. It is your responsibility to be sure your drawing is in order! NO EXCEPTIONS!**
- Contracts run for the period of the Indiana State Fair and then are reviewed. Renewal contracts are not automatically awarded.
- Spaces in our campgrounds will be reserved and placed at the discretion of the ISF . The charge for a camping site will be the established year-round rate, which is currently \$19.00 per day. In order to reserve a site, a three-day, non-refundable deposit is required at the time of your request. Information and a camping registration form will be sent with **2004** contract information.
- **Obstructing visitors' passageways, use of public address systems, recorders, gongs, loud music or methods of attracting attention shall not be permitted. The Indiana State Fair shall be the sole authority as to what is objectionable and all such decisions shall be final.**
- Daily reporting method will be the daily logbook only. Cash registers will not be necessary unless a vendor chooses to use them.
- There will be a **\$25.00 administration fee** charged PER CHECK RETURNED by the Bank to the Concessions Office for any reason. Also, there will be a **\$25.00 administration fee** FOR ANY CONTRACT REPRINTED by the Concessions Office. NO EXCEPTIONS! It is your responsibility to be sure we have your correct mailing address.

ADDITIONAL INFORMATION FOR FOOD VENDORS

- Food Vendors space(s) at the Indiana State Fair ranges in price from \$35.00 to \$65.00 (Minimum contract amount per front foot; minimum 15') depending upon location on grounds.
- Percentage Payments procedure will be the same as last year. You will report to the Concessions Office first, then if you are in percentage you will pay that amount to the bank which is the room right next to the Concessions Office.
- Outside food vendors are charged 20% of gross receipts against their minimum contract amount, whichever is the greatest at the conclusion of the Indiana State Fair. Food vendors will report daily and once the minimum contract amount is surpassed they will pay daily.
- Supplies are to be stored in your own contracted space. If you store supplies and/or have necessary equipment such as ice boxes, soft drink tanks, etc. outside your unit or tent, then fencing must be used to cover such items. Privacy fencing, canvas fencing or latticework is suggested. Be creative and make it look like its part of your unit and/or operation. ***The preparation areas must be completely behind fencing.*** If you are unsure about what the State Fair expects, please ask.
- All refuse is to be placed in the proper container. **GARBAGE** - you must furnish your own containers, which have been approved for 24-hour storage by the Indiana State Department of Health. **TRASH** - the Fair will furnish trash containers, however it is your responsibility to break the boxes down. **GREASE** - *containers will be furnished and only grease is to be emptied into these containers.*
- Concessionaires are responsible for picking up trash around their location as well as in the streets. ***This is your responsibility, no matter what! Thanks in advance for your help!***
- Indiana State Fair Commission reserves the right to establish maximum prices on some food and drinks. These items are not to be sold for more than the maximum price established.
- Food and Drink prices must be posted where they can easily be read by fairgoers. Only professional looking signs for posting prices, etc. will be permitted. Hand written signs **will not be allowed**. All signs and advertising must be done within your contracted space.
- Concessionaires doing a retail food and drink business are required to purchase food items and supplies from the on-site wholesale purveyors who were awarded the on-site wholesale privileges.
- The Indiana State Department of Health has approved a backflow prevention device for concession usage on the Fairgrounds. Concessionaires should check with the Concessions Office to make sure they have the approved device. Backflow prevention devices will be purchased through the Concessions Office.
- The Indiana State Fair Commission will require all food vendors, and food samplers for the 2004 Indiana State Fair to attend a training seminar conducted by the Indiana State Department of Health. Attendance is Mandatory. Times, and Location are TBA.

ADDITIONAL INFORMATION FOR OUTSIDE EXHIBITORS

- Outside exhibit space at the Indiana State Fair costs \$75.00 per front foot. (Minimum contract amount per front foot, minimum 15' no matter where the space is located).
- We do not furnish any concession stands or tents. Stands and tents must meet the approval of the Concessions Office. Tents must be of a higher quality than the standard pop-up tent. If you have any questions regarding your tent please ask the Concessions Director.

ADDITIONAL INFORMATION FOR EXPOSITION HALL EXHIBITORS

- **Helium Balloons** are not allowed in the Exposition Hall Building.
- Exhibitors shall not be permitted to bring animals in the Exposition Hall Building without prior approval.
- All exhibitors are to operate within the space shown on their contract. This is depth as well as frontage. Solicitation is NOT permitted outside of the contracted space.
- **SIGNAGE IN CONTRACTED SPACE** - only professional looking signs for posting prices, etc. will be permitted. **HAND WRITTEN SIGNS WILL NOT BE ALLOWED.** All signage and advertising must be done within your contracted space.
- All applicants issued a contract will be given a contest and/or drawing form to be completed and returned with contract and full payment. If the contest/drawing form is not returned with contract **consideration will NOT be given for drawings during the Fair. Any contest and/or drawing shall be brought to a conclusion prior to close of Fair. If drawings are approved you will receive written notice. It is your responsibility to be sure your drawing is in order! NO EXCEPTIONS!**
- **BUILDING OPEN HOURS: Sunday-Thursday 9:00 a.m. - 9:00 p.m. and both Friday's and Saturday's 9:00a.m. – 10:00p.m.** EXHIBITORS WILL BE ADMITTED INTO BUILDING AT LEAST ONE (1) HOUR PRIOR TO OPENING TO PUBLIC. **The Exposition Hall building will close to the public at 8:00 p.m. the final night of the Fair. No loading of equipment or displays may begin before 9:00 p.m. NO EXCEPTIONS.**
- A floor plan is included with each new applicant packet, which explains sizes of booths and costs. *There is an additional charge of \$100.00 for each corner.* This fee will be included in contract amount.

ADDITIONAL INFORMATION FOR MACHINERY FIELD EXHIBITORS

Outside exhibit space in the MACHINERY FIELD area is charged as follows:

LOTS #749 - #790 - 25'x125', 40'x125', 50'x125'	\$900.00 per lot for Ag related products or \$75.00 per front foot for non-Ag related products
LOTS #842 - #890 - 25'x125', 40'x125', 50'x125'	\$800.00
LOTS #942 - #988 – 25'x 60', 40'x 60', 50'x 60'	\$800.00

- Camping trailers stock trucks and/or personal vehicles are **NOT** allowed to be parked on your contracted space. They must be parked at the designated areas for camping trailers and stock trucks. Please ask the Concessions Office for more details.
- **Exhibitors in the Machinery Field area will NOT BE released by the Concessions Office on the last Sunday of the Fair prior to 7:00 p.m. Fairgoers coming to the Fair on the last Sunday expect to see all of the Fair.**

FAIR DATES - AUGUST 11-22, 2004

INDIANA STATE FAIR CONCESSIONS OFFICE - (317) 927-7510